

EFFECTIVE

October 1, 2003.

SUBJECT

1. New forms for Children's Foster Care.
2. Revised forms and schedules.

**NEW FORMS FOR
CHILDREN'S
FOSTER CARE**

These new forms include a definition of each item to be scored and space to write what the foster parent does to justify the scoring:

- **FIA-470**, Assessment for Determination of Care for Children in Foster Care (age one day through 12 years)
- **FIA-470A**, Assessment for Determination of Care for Children in Foster Care (age 13 years and over)
- **FIA-1945**, Assessment for Determination of Care for Medically Fragile Children in Foster Care

Note: These forms are available in Word, on the WEB, and as hard copy.

REVISED FORMS**CDC**

The **FIA-712**, CDC Need Hours Worksheet is revised. The change to the maximum amount of authorized care is now full-time, 100 hours. 'Over time care', 140 hours, is no longer authorized. Authorized care will still be based on the valid need hours of the Parent/Substitute Parent with the least number of need hours.

Exhibits are updated in the following forms and publications:

- **FIA-220**, Day Care Aide/Relative Care Provider Application
- **FIA-4583**, Child Development and Care (CDC) Application (English and Spanish versions)
- **FIA-4640**, Child Development and Care Applicant Instructions (English and Spanish versions)

- **FIA-4690**, Child Development and Care Customer Notice (English and Spanish versions)
- **FIA-4782**, Child Development and Care Early Payment Certification
- **FIA Pub. 230**, Provider Handbook and Reporting Instructions
- **FIA Pub. 798**, Michigan Cares for Today's Child (English and Spanish version)
- **FIA Pub. 872SP**, ABCs - Most Frequently Asked Questions (Spanish version)
- **FIA Pub. 874SP**, ABCs Step-By-Step Instructions for Telephone Billing (Spanish version)
- **FIA Pub. 879SP**, ABCs Step-By-Step Instructions for Internet Billing (Spanish version)

Employment & Training

FIA-110, DSS Repay Agreement - New Form

New form **FIA-110**, DSS Repay Agreement, must accompany authorized auto insurance payments to insurance providers. The customer must sign the form to ensure that FIA has the recovery rights in the event the insurance policy is canceled before the expiration of the policy term. Send the original FIA-110 to Accounting with the FIA-4663, Employment and Training Expenditure Authorization, for processing. A copy of the FIA-110 should be retained in the case record.

FIA-2439, Work First Referral

The Word version of the **FIA-2439**, Work First Referral will be obsolete effective October 1, 2003.

FAP

The **FIA-1380**, Food Assistance Complaint Report has been revised. Please see PAM 105 for instructions as to when the form is completed.

Language has been added to the following forms so the customer has a clear understanding of their rights and penalties regarding an Intentional Program Violation (IPV) and the Disqualification Hearing Process:

- FIA-4630, Recoupment and Disqualification Agreement
- FIA-4702, Suspected Intentional Program Violation Client Notice

FIP/SDA

The **FIA-838**, Documentation of Money Mismanagement, and the **FIA-898**, Money Management Evaluation, have been updated.

MA

The following forms have been revised:

- **FIA-1075**, TMA-Plus Eligibility Notice
- **FIA-1150**, Application Eligibility Notice
- **FIA-1555**, Authorization to Release Protected Health Information
- **MDCH-201**, Your Rights and Responsibilities
- **MDCH-213**, TMA Plus, Extending your Health Care Coverage
- **MDCH-617**, Medicaid Spend-Down Information
- **MDCH-1111-15**, Michigan Medicaid Program

SER

The following forms received cosmetic changes for easier reading, minor wording changes and updated form exhibits and instructions:

- **FIA-849**, Authorization/Invoice
- **FIA-1419**, Decision Notice
- **FIA-4418**, Eligibility Determination Record State Emergency Relief Program

REFERENCE SCHEDULES

FY 2004 Dates Added to Tables

Fiscal Year 2004 dates were added to the following items:

- **RFS 107**, Model Payments System (MPS) Payroll Schedule
- **RFS 108**, FIA-849 and Medical Services Authorization Payroll Schedule

- **RFS 205**, Children's Foster Care Payment Schedule
- **RFS 206**, Independent Living Payment Schedule

CDC 4-C Agencies List

The list of 4-C Agencies in **RFS Item 120** has been updated to provide current information.

**MANUAL
MAINTENANCE
INSTRUCTIONS****Added Items ...**

**RFF 1380
RFF DCH213**

Changed Items (content changes) ...

**RFF 38
RFF 45
RFF 94-I
RFF 110
RFF 169M
RFF 201
RFF 220
RFF 230
RFF 470
RFF 470A
RFF 617
RFF 712
RFF 798
RFF 838
RFF 849
RFF 872
RFF 874
RFF 879
RFF 898
RFF 1075
RFF 1419
RFF 1555
RFF 1945
RFF 4418
RFF 4500
RFF 4539
RFF 4583
RFF 4640
RFF 4690
RFF 4782
RFS 107
RFS 108
RFS 109
RFS 120
RFS 205**

RFS 206

Changed Items (link changes only) ...

RFF 4681

RFF 4684

Deleted Items ...

RFF MSA213